

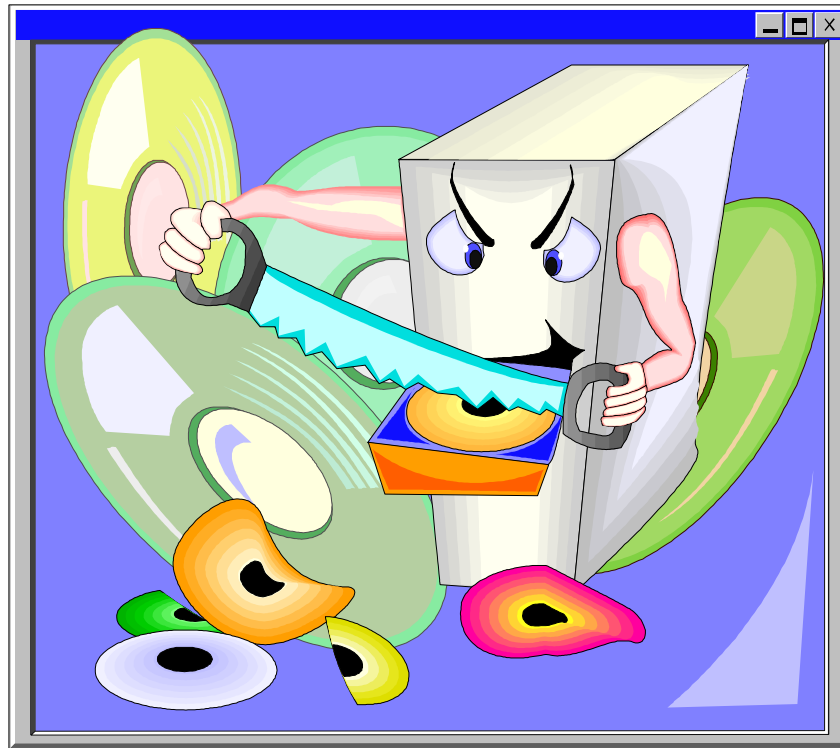


ADOA Information Security

AIS

Managing Our Information Safeguards

Action Items for Privacy and Identity Protection



Take the necessary steps to securely dispose of storage media

CDs, DVDs, Floppy Drives, thumb/USB drives and other storage media may contain the remnants of information even if that information has been “deleted.”